Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor
1. **Purpose:**

To establish a policy and procedures for displaying posters on the campus of Windward Community College.

2. **Definitions:**

   a. **POSTER:** A *poster* is defined as a public notice about an event, meeting, or other matter of community interest. Notices such as advertisements, bulletins, fliers, pictures, and some signs, instructional charts, or temporary room designations are not defined as "posters".

   b. **SPECIAL-USE BULLETIN BOARDS:** A bulletin board restricted for use by certain programs only (e.g. job placement, departments, Marine Options, etc.).

   c. **GENERAL-USE BULLETIN BOARDS:** A bulletin board available for posting of any materials in accordance with the policies below.

3. **Policies and Procedures:**

   a. No approval is required for posting of notices on general-use bulletin boards. Poster content should be in good taste, and the size of the poster should not exceed 18" x 24". Permission for posting notices on special-use bulletin boards should be granted by the program or department in charge of the board.

   b. Posting of materials other than on bulletin boards (and other limited specified areas listed below) is prohibited and material will be removed by the College without notification.

   c. In posting notices, the following materials should be used to attach the poster:

      1) Post notices on bulletin boards with thumb tacks, scotch tape, or staples. **DO NOT** use nails, masking tape, or glue.
2) Post notices on varnished (not painted) doors with scotch tape. **DO NOT** use staples, thumb tacks, nails, masking tape, or glue.

3) Post notices on ceramic tile in restrooms with scotch tape or masking tape.

d. Posters **may not** be placed in the following locations:

1) on walls

2) on any painted surfaces (including doors)

3) on glass surfaces (including windows or mirrors)

4) on varnished or painted woodwork or trim (except as noted in 3.c. above).

e. All items posted on general-use bulletin boards must be dated in one of two ways:

1) **date of activity**: Poster is subject to removal the day after the activity or

2) **date of posting**: Poster is subject to removal after three weeks from the date of posting.

f. Individuals and organizations posting notices are expected to remove those notices after the advertised activity. Student help in department offices in campus buildings, the operations and maintenance staff, Student Services staff, and Community Services staff will assist in the enforcement of this policy.

4. **Effective Date:**

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost